

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
AGENDA – APRIL 25, 2023**

Action: Approved_____ Disapproved _____ Held for Study_____

Motion by: _____

Second by: _____

Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

**VIII. BOARD SECRETARY/BUSINESS ADMINISTRATOR’S REPORT-
VOCATIONAL TECHNICAL SCHOOL DISTRICT**

A. Board Secretary Report

Board Secretary’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2023. The Board Secretary certifies that no line item account has been over-expended in violation of N.J.A.C. 6A:23-2.12 (a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

Business Administrator/Board Secretary	April 26, 2022 Date
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B. Cash Reconciliation Report

Cash Reconciliation Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2023. The Cash Reconciliation Report and Board Secretary’s Report are in agreement for the month of March 2023.

C. Board Secretary Certification

Board Secretary in accordance with N.J.A.C. 6A-23-2.12(c)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

D. Board of Education Certification

It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23-2.12(c) 4, certifies that after review of the Secretary’s Monthly Financial reports (Appropriations Section) and upon consultation with the appropriate District officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.12(a) 1 and that sufficient funds are available to meet the District’s financial obligations for the remainder of the fiscal year.

E. Transfer of Funds

It is recommended that the Board of Education approve the transfer of funds for the months of March and April.

F. Warrants

It is recommended that the Board of Education approve the following:

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- SCVTS Payroll for March 15, 2023 in the \$307,594.66
- SCVTS Payroll for March 30, 2023 in the amount of \$313,950.58
- SCVTS Bill List for the period from March 31, 2023 through April 20, 2023 in the amount of \$1,973.137.23 and \$640,689.86 respectively.

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Mr. Davis _____	Mr. Ransome _____
Mr. Donelson _____	Mrs. Bomba _____
Mr. Halter _____	Ms. Nicolosi _____
	Mrs. Smith _____

Abstain: _____ Opposed: _____

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation for Board of Education Approval of the attached Vending Agreement with Salem County Vocational Technical School District.

It is recommended that the Board of Education approve the Vending Agreement and signature page with Salem County Vocational Technical School District to provide Food Services to Daretown Campus, and Salem Campus for the 2023-2024 school year.

2. Request and Recommendation for Board of Education to Approve the Disposal of the Following Items that are of No Further Use or Value.

It is requested by the Business Administrator that the Board of Education approve the disposal items and technology disposal of items that are no longer operational and of no use or value to the district programs.

3. Request and Recommendation for Board of Education Approval to Cancel Various Checks Totalling \$1,135.54.

It is requested by the Business Administrator that the Board of Education approve to cancel various checks totalling \$1,135.54. A list of the checks is attached.

4. Request and Recommendation for Board of Education Approval to Accept a Check in the Amount of \$5,000 from the Rotary Club of Pennsville.

It is recommended by the Business Administrator that the Board of Education accept a check in the amount of \$5,000 from the Rotary Club of Pennsville. The money will be used to purchase materials to be used by the Welding Program to build steel bicycle racks and benches for the Rotary Club.

5. Request and Recommendation for Board of Education Approval of the Contract with Masso’s Event Rentals.

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PROFESSIONAL DEVELOPMENT:

- Request and Recommendation for Board of Education Approval of Professional Development Workshops for Salem County Vocational Technical Schools Personnel.**

It is recommended by the Superintendent that the Board of Education approve professional development workshops for the Salem County Vocational Technical Schools personnel.

Description of Professional Development or School Improvement Activity or Workshop	Participant(s)	Cost Per Participant	Total cost
Association of Mathematics Teachers of NJ (AMTNJ) April Conference Rutgers, New Brunswick March 17, 2023	Jessica Crim	\$209 registration \$60 mileage \$12 tolls	\$281 ESEA Title IIA \$125 substitute
Holocaust and Genocide Educators Workshop Ramapo College of NJ Mahwah, NJ May 8, 2023	Dawn Patrick	\$0 registration \$97.20 mileage & tolls	\$97.20 \$125 substitute
Annual Correctional Education Association Region 1 Conference Niagara Falls Convention Center, Niagara Falls, NY May 9th - 11th, 2023	Angel Brown	\$175 registration \$413.13 hotel \$154.35 mileage	\$742.48 WIOA Title IIA
Annual NJCEA Staff Development Day Mercer County Library Lawrence Township, NJ June 9, 2023	Angel Brown	\$0 registration \$25.55 mileage	\$25.55 WOIA Title IIA
NJECC Google Training for Administrative Assistants and Secretaries Intermediate and	Paula DeRosa Marie Donahue Sarah Jackson Maria James Betsy Osterman	\$195 intermediate \$195 advanced	\$2,825 ESEA Title IIA

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Advanced Virtual Conference June 26, 27, 28, 29, 2023	Tonya Paroda Kaitlin Pedrick Michelle Pharo Kathleen Pompper Natalie Seiple		
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Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

PROGRAMS:

1. Request and Recommendation for Board of Education Approval to Apply for the Federal School-Based Mental Health Services Grant in the amount of \$125,000.

It is recommended by the Superintendent that the Board of Education grant approval to apply for the School-Based Mental Health Services (SBMHS) Grant in the amount of \$125,000. The funds provided through this program will increase the diversity and number of certificated school-based mental health professionals (school psychologists, school counselors and school social workers) in local educational agencies (LEAs) demonstrating increased need for mental health services. Funds will be used to support the placement and hiring of school-based mental health professionals.

2. Request and Recommendation for Board of Education Approval to Apply for the New Jersey Lifelong Learning Accounts Grant through the New Jersey Department of Labor and Workforce Development in Partnership with Revive South Jersey in the Amount Not to Exceed \$750,000.

It is recommended by the Superintendent that the Board of Education grant approval to apply for the New Jersey Lifelong Learning Accounts Grant in the amount not to exceed \$750,000 for the time frame of May 2023 through March 31, 2025. This grant is a two-year pilot to fund the training of unemployed and employed low income individuals with barriers to employment.

3. Request and Recommendation for Board of Education Approval to Apply for the FY 23 Collision Repair Education Foundation Benchmark Grant.

It is recommended by the Superintendent that the Board of Education grant approval to apply for the FY 23 Collision Repair Education Foundation

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Benchmark Grant, also known as I-Car, in the amount not to exceed \$50,000 for the time frame September 2023 through June 2024.

4. Request and Recommendation for Board of Education Approval of the SCVTS Junior/Senior Prom.

It is recommended by the Superintendent that the Board of Education approve the SCVTS Junior/Senior Prom at The Grove at Centerton facility in Pittsgrove, NJ, on Thursday, May 11, 2023 from 6pm to 10pm. The students will purchase tickets. Cost \$80.00.

Cost to District:

DJ Services/Photo Booth	\$1,445.00	(Student Activity Account)
Deposit	\$1,500.00	(Student Activity Account)
Decorations/Favors	\$ 202.95	(Student Activity Account)
Chaperone Fee (10)	\$ 484.00	(Acct # 11-401-100-610-0-29-002)

5. Request and Recommendation for Board of Education Approval of a One Year Subscription with FormSite.com at a Cost of \$399.95

It is recommended by the Superintendent that the Board of Education approve a one year subscription with FormSite.com at a cost of \$399.95. FormSite.com is an online tracking system and will be paid from Perkins Post Secondary grant funds.

6. Request and Recommendation for Board of Education Approval of Student Community Service Projects for the 2022-2023 school year.

Community Service Project	Date
FFA students will assist in the set up and take down of the Potomac Tri-State Young Koi Show Service Project. Students will provide their own transportation.	May 6, 2023 May 20-21, 2023
Cost to District: \$15 per hour up to a maximum of \$75 per day for advisor per Union Contract.	

7. Request and Recommendation for Board of Education Approval of Curriculum In Action Experiences for the Salem County Vocational Technical Schools.

It is recommended by the Superintendent that the Board of Education approve the curriculum in action field trips for the Salem County Vocational Technical Schools. Experiences for approval are listed in the attached chart.

8. Facilities for the Salem County Vocational Technical and Special Services School Districts.

It is recommended by the Superintendent that the Board of Education approve the use of the facilities for the attached events at Salem County Vocational

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F. Warrants

It is recommended that the Board of Education approve the following:

- Warrants for the period of March 2023 through April 20, 2023 in the amount of \$858,076.38 and \$434,554.62 respectively.
- SCSSSD Payroll for Period ending March 15, 2023 in the amount of \$403,104.27.
- SCSSSD Payroll for Period ending March 30, 2023 in the amount of \$408,751.78.

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Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

G. Board Secretary/Business Administrator New Business:

1. Request and Recommendation by the Business Administrator to Void Check #1510.

It is recommended by the Business Administrator that the Board of Education approve voiding check #1510. A new check will not be reissued.

2. Request and Recommendation by the Business Administrator to Void Check #1511.

It is recommended by the Business Administrator that the Board of Education approve voiding check #1511. A new check will not be reissued.

3. Request and Recommendation by the Business Administrator to Void Check #1530.

It is recommended by the Business Administrator that the Board of Education approve voiding check #1530. A new check will not be reissued.

4. Request and Recommendation by the Business Administrator to Void Check #1535 and Reissue Check #1596.

It is recommended by the Business Administrator that the Board of Education approve voiding check #1535 and reissue check #1596.

5. Request and Recommendation by the Business Administrator to Approve Entering into A Scope of Work Agreement with Atlantic City Electric

It is recommended by the Business Administrator that the Board of Education approve entering a scope of work agreement with Atlantic City Electric. The scope of work agreement would provide the following:

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- A. Cumberland Campus - LED lighting, 3 HVAC units, and 2 Gas fired Boilers. Project cost is \$617,607.99. District cost of \$129,698.31.
- B.

6. Request and Recommendation by the Business Administrator for the Board of Education Approval of the GCSSSD Transportation Contracts.

It is recommended by the Business Administrator that the Board of Education approve the attached transportation contracts Part 1, Part 2 and Part 3.

7. Request and Recommendation by the Business Administrator for Board of Education Approval of the attached Vending Agreement with Salem County Vocational Technical School District.

It is recommended that the Board of Education approve the Vending Agreement and signature page with Salem County Vocational Technical School District to provide Food Services to Daretown Campus, and Salem Campus for the 2023-2024 school year.

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Mr. Davis	_____	Mr. Ransome	_____
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		Mrs. Smith	_____

Abstain: _____ Opposed: _____

XI. SUPERINTENDENT’S REPORT - SPECIAL SERVICES SCHOOL DISTRICT

A. New Business:

PERSONNEL:

1. Request and Recommendation by the Superintendent for Board of Education Approve the Novice Instructors and Mentors for the 2022-2023 School Year.

It is recommended by the Superintendent that the Board of Education approve the following novice instructors and their mentors for the 2022-23 school year. It is requested that the Board of Education approve payment for the mentoring. The district has opted to pay the mentor upon completion of the program and the submission of completed mentor/mentee logs per the District Mentoring Plan. It is recommended that the Board of Education approve the district paying the fees, provided that the novice instructor remains with the school district two years after obtaining the standard certification. If the novice instructor vacates the position prior, they must reimburse the district the fee paid, prior to their last day.

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Novice Instructor	Mentor	Fee /Program
Howard Fishman	Carrie Bermudez	\$550

2. Request and Recommendation for Board of Education Approval of Summer Hours for 12 Month Staff

It is recommended by the Superintendent that the Board of Education approve the following summer work hours for 12 month staff beginning the week of June 26, 2023 and ending the week of August 24, 2023. Staff will work a four (4) day, nine (9) hour per day work week, Monday through Thursday.

New Hires:

3. Request and Recommendation of the Superintendent for Board of Education for the Employment of Meghan Glaspey

It is requested by the Superintendent that the Board of Education approve the employment of Meghan Glaspey as a Substitute Occupational Therapist for Related Services at the per diem rate of \$24,903 (40% of 62257) prorated, MA-30 Step 1, effective May 1, 2023.

4. Request and Recommendation of the Superintendent for Board of Education for the Employment of Kristen Maltman

It is requested by the Superintendent that the Board of Education approve the employment of Kristen Maltman as a Substitute Occupational Therapist for Related Services at the per diem rate of \$24,903 (40% of 62257) prorated, MA-30 Step 1, effective May 1, 2023.

5. Request and Recommendation for Board of Education Approval for the Employment of Randal Long.

It is requested by the Superintendent that the Board of Education approve the employment of Randal Long as Adjunct Bus Driver for the Districts at the salary of \$27.50/hour effective on or about May 1, 2023.

6. Request and Recommendation for Board of Education Approval for the Employment of Shira Baratz.

It is requested by the Superintendent that the Board of Education approve the employment of Shira Baratz as Speech Therapist for EIP at the salary of \$75/hour effective on or about May 1, 2023.

7. Request and Recommendation for Board of Education Approval for the Employment of Cassandra Kirk.

It is requested by the Superintendent that the Board of Education approve the employment of Cassandra Kirk as Speech Therapist for EIP at the salary of \$75/hour effective on or about May 1, 2023.

FMLA

**SPECIAL SERVICES SCHOOL DISTRICT & VOCATIONAL TECHNICAL SCHOOL DISTRICT
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Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

POLICY

2. Request and Recommendation for Board of Education Approval of the first reading of the policies listed below.

It is recommended by the Superintendent that the Board of Education approve the first reading of the following district policies and regulations (deletions are strikethrough and additions are in bold):

- P 0144** Board Member Orientation and Training (Revised)
- P & R 2520** Instructional Supplies (M) (Revised)
- P 3217** Use of Corporal Punishment (Revised)
- P 4217** Use of Corporal Punishment (New)
- P 5305** Health Services Personnel (M) (Revised)
- P & R 5308** Student Health Records (M) (Revised)
- P & R 5310** Health Services (M) (Revised)
- P 6112** Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- R 6115.01** Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
- P 6115.04** Federal Funds – Duplication of Benefits (M) (New)
- P 6311** Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
- P 7440** School District Security (M) (Revised)
- P 9100** Public Relations (Abolished)
- P 9140** Citizens Advisory Committees (Revised)
- R 9140** Citizens Advisory Committee (M) (Abolished)

B. Old Business:

Action: Approved _____ Disapproved _____ Held for Study _____
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Mr. Davis	_____	Mr. Ransome	_____
Mr. Donelson	_____	Mrs. Bomba	_____
Mr. Halter	_____	Ms. Nicolosi	_____
		Mrs. Smith	_____

Abstain: _____ Opposed: _____

INFORMATIONAL ITEMS

1. Request and Recommendation for Board of Education to Accept the Student Placement and Student Financial Report for the Month of March.

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comments on non-agenda items. When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Wait to be recognized before making your comments.
4. Limit your comments to the specific resolution.
5. Time will be limited to 3 minutes per speaker. Another speaker may transfer their time to a speaker to increase the total time to 6 minute. However, the person transferring time loses their time to comment.
6. Comments from the public will not have a response from the Board of Education.

XIII. RECESS INTO EXECUTIVE SESSION

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

BE IT RESOLVED by the Board of Education for Special Services School District and Vocational Technical School District of the County of Salem, that it is necessary to meet in executive session to discuss certain items involving:

1. Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:

2. Matters in which the release of information would impair the right to receive government funds, and specifically:

3. Matters which, if publicly disclosed, would constitute an unwarranted invasion of individual privacy, and specifically:

4. Matters concerning negotiations, and specifically:

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AGENDA – APRIL 25, 2023**

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5. Matters involving the purchase of real property and/or the investment of public funds, and specifically:

6. Matters involving the real tactics and techniques utilized in protecting the safety and property of the public, and specifically:

7. Matters involving anticipated or pending litigation, including matters of attorney-client privilege, and specifically:

8. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee, and specifically:

9. Matters involving quasi-judicial deliberations, and specifically:

BE IT FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

FURTHER RESOLVED that the Board of Education will/will not return to open session to conduct business at the conclusion of the executive session.

